



OFFICE OF HOMELAND SECURITY

GRANT MANAGEMENT MEMORANDUM

2008-037

Date: October 31, 2008

To: All Governors' Office of Homeland Security (OHS) Subgrantees

From: Grants Management Division

RE: December 2008 Biannual Strategy Implementation Report (BSIR)/Fiscal Management Workshops

The Governor's Office of Homeland Security (OHS) will be conducting six (6) Biannual Strategy Implementation Report (BSIR)/Fiscal Management Workshops in the month of December 2008. Attached are the dates and locations for the training. Please do not RSVP to the host location. All reservations should be made through OHS Office Technician Christopher Sampang at 916-324-9313 or Christopher.Sampang@ohs.ca.gov.

Participants are encouraged to bring laptops with wireless Internet access to the training locations.

The purpose of the training is to provide information on the revised Grant Reporting Tool (GRT) to allow for successful data entry of your BSIR material. Additional information may be obtained from the "Welcome" page of the GRT located at www.reporting.odp.dhs.gov.

Subgrantee BSIR submissions are due to the OHS no later than **Friday, January 23, 2009**. The Federal Emergency Management Agency (FEMA) is expected to announce the Grant Reporting Tool (GRT) is available effective December 1, 2008, for state data entry.

The deadline for the OHS to submit completed BSIRs to the FEMA is Saturday, January 31, 2009.

The Obligated/Expended amount fields in the "Award" tab will be open to subgrantees to enter financial information. For this tab, the following definitions apply:

Awarded - The legal commitment of funds made by one entity to another. Example: A grant made by FEMA to a State Administrative Agency (SAA) or a subgrant award made by the SAA to a local unit of government. It is the net total of funds awarded for this effort. Awarded should never be less than the summation of expended and obligated.

Obligated - A legal liability to pay under a grant, subgrant, and/or contract determinable sums for services or goods incurred during the grant period.

Expended - An outlay of funds to fulfill an obligation (paying salaries or vendors). Expended is for the entire life of the grant, while obligated are those funds that have been obligated for the reporting period.

The Governor's Office of Homeland Security (OHS) narrows these federal definitions further:

Obligated - Purchase orders and invoices.

Expended - Reimbursement received from the State Controller's Office.

It is important to remember that the combination of Obligated and Expended may not exceed your total grant award.

Subgrantees are reporting in the FY2005 BSIR (December 2008), FY2006 BSIR (December 2008), and FY2007 BSIR (December 2008).

Subgrantees will be entering FY2008 project data from their approved Financial Management Forms Workbook (FMFW) into the FY2008 December BSIR.

Subgrantees who have completed all projects and expended all funds from their FY2005 award will still need to complete the FY2005 (December 2008) BSIR. Subgrantees are encouraged to include the following in the dialogue box on the "Project" tab: "All projects completed and all funds expended. Awaiting closeout from OHS." Subgrantees will then need to click "Project Submitted" and "Submitted to State." This will satisfy the reporting requirement for the FY2005 BSIR.

Please check with your Program Representative on your status as an "active" user in the GRT. Your representative can also provide you with a new password should that be necessary. Contact information is available on our website. An updated regional map has also been attached to this correspondence. The GRT HelpDesk may also be contacted at 1-877-612-4357.

For further information or assistance, please feel free to contact Sabra Bowen at 916-324-9315 or SABRA.BOWEN@OHS.CA.GOV, Akira Yamamoto at 916-322-2643 or AKIRA.YAMAMOTO@OHS.CA.GOV or your OHS regional representative.

Sincerely,


JOHN ISAACSON
Interim Deputy Director
Grants Management Division